



Division of Family and Economic Security
Transitional Jobs Demonstration Project
Policy Guidance and CARES Instructions

11-24-10

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1 INTRODUCTION

This document provides policy guidelines for implementing the Transitional Jobs Demonstration Project (TJDP).

The TJDP goals are:

- Goal 1:** To provide transitional workers with subsidized transitional jobs based on labor market demand and provide immediate income.
- Goal 2:** To improve job skills and establish a positive work reference.
- Goal 3:** To transition individuals into stable unsubsidized employment.

The TJDP offers TJDP contractors a high degree of flexibility to find the right mix of subsidized work and education and training for each transitional worker.

The TJDP is structured into four phases, each phase leading to the next.

- **Eligibility Determination Phase** – determine if the individual meets all requirements
- **Orientation Phase** – to prepare individuals for their subsidized transitional jobs
- **Subsidized Transitional Jobs Phase** – to provide individuals with useful jobs, immediate income, the skills needed for unsubsidized employment and a recent, positive work reference
- **Unsubsidized Employment Phase** – to support job retention and advancement following the transition from subsidized work to unsubsidized employment

2 ELIGIBILITY DETERMINATION

An Individual may be eligible to participate in the Transitional Jobs Demonstration Project if all of the following eligibility requirements are met:

- The individual is at least 21 but not more than 64 years old
- The individual is not receiving W-2 benefits or services
- The individual has been unemployed for at least the four prior calendar weeks
- The individual is not eligible to receive unemployment insurance benefits
- The individual's annual household income is below 150% of the federal poverty level
- The individual is a biological or adoptive parent, or the primary relative caregiver of a child under the age of 18, unless the individual is less than 25 years of age. Individuals less than 25 years of age do not need to be a parent or a primary relative caretaker of a child under the age of 18
- The individual has not participated in the TJDP for more than 1,040 hours
- The individual is a citizen of the United States or a qualified non-citizen, and
- The individual resides in Wisconsin

All TJDP eligibility requirements must be verified during the initial eligibility determination phase. Once initial eligibility has been determined individuals in the TJDP are responsible for notifying contractors of changes affecting eligibility.

2.1 AGE REQUIREMENT

To be eligible for the TJDP, applicants are required to be 21 to 64 years of age.

2.1.1 VERIFICATION AND CARES ENTRIES

This eligibility requirement can be verified using any official form of identification containing a date of birth, as would also be required at the time of hire by any employer. The verified date of birth is entered on CRIR.

2.2 NOT ELIGIBLE TO RECEIVE W-2 REQUIREMENT

To be eligible for the TJDP, applicants must not be receiving W-2 benefits or services. Applicants also must not have received W-2 benefits or services for at least the four consecutive calendar weeks preceding the date of the TJDP eligibility determination.

2.2.1 VERIFICATION AND CARES ENTRIES

Begin by entering AQIP in the TRAN field on CARES, entering the applicant's SSN in the PARMS field, and pressing enter. If no data appear, the applicant meets this TJDP eligibility requirement. If data appears, locate "WW C" under the "CAT" column. You may have to press "F8" to scroll down to find "WW C". The most recent entry for "WW C" should read "DENIED" or "CLOSED", and have a PAYMENT END date that is at least four weeks prior to the date of the TJDP eligibility determination. An applicant meets this eligibility requirement only if both the former and the latter conditions are met.

For example, if the "AG STAT" column reads "OPEN" *and* the "PART STAT" column reads *either* "EA" or "IA", the individual has an open W-2 case and is therefore not eligible for the TJDP. If the most recent WW AG STAT reads "OPEN" *and* the "AG STAT" column reads "XA", then the applicant does meet the "not eligible to receive W-2" TJDP eligibility requirement.

Below is an example of a case that would meet the “Not Eligible to Receive W-2” eligibility requirement.

AQIP		INDIVIDUAL PARTICIPATION HISTORY						08/05/10	
09:59									
PIN NUM: 5100466677								XCTN83 P	
MADAUS									
FIRST	MI	LAST	SUF	SSN	DOB	SEX			
TEST		TEST		222-22-2222	01 16 1985	M			
NUM	CASE	CAT	SEQ	AG STAT	PART STAT	PAYMENT BEGIN	PAYMENT END	CONFIRM DATE	
OVR									
1	5700222451	MA	Z 01	DENIED	XA	11 01 2000	11 30 2000	12 15 2000	
2	5700222451	WW	C 01	CLOSED	EA	12 01 2001	12 31 2001	11 01 2001	
3	5700222451	WW	C 01	OPEN	XA	11 01 2001	11 30 2001	11 01	
ENTER SELECTION NUMBER : ____									
PFKEYS: 15=AQCS 16=AQAS 17=AQAE 18=AIPC									
NEXT TRAN: AQIP PARS: 22222222_____									

2.3 UNEMPLOYED FOR FOUR PRIOR WEEKS REQUIREMENT

To be eligible for the TJDP, applicants must have been unemployed for at least the four consecutive calendar weeks preceding the date of the TJDP eligibility determination. To be considered unemployed for the purposes of determining eligibility for TJDP an applicant must not have worked for either five days or forty hours within a week. The week begins on Sunday and ends on Saturday. Additionally, to be eligible for the TJDP applicants must not have any pending offers of employment at the time of eligibility determination. Subsidized employment is disregarded when determining this eligibility requirement

2.3.1 VERIFICATION AND CARES ENTRIES

Unemployment can be verified by a written statement signed by the applicant indicating the last day of employment as defined above. The TJDPD contractor is to seek further verification if there is information collected that casts doubt on the applicant's statement of last date of employment.

2.4 INELIGIBLE TO RECEIVE UNEMPLOYMENT INSURANCE (UI) BENEFITS REQUIREMENT

To be eligible for the TJDP, applicants must not be eligible to receive unemployment insurance benefits.

2.4.1 VERIFICATION AND CARES ENTRIES

There are many methods to verify this eligibility requirement. The best method will depend on each individual's situation.

- No Work History

- Individuals who have no work history during the previous three years do not have to apply for UI. A sworn statement indicating that they have not worked is acceptable verification of their lack of recent work history
- Calling the UI Office
 - The applicant may call the unemployment office to request verification that they are ineligible to receive UI benefits. The applicant can authorize the UI worker to inform the TJDP contractor of the applicant's UI eligibility status
- Filing a Claim
 - If there is insufficient information to determine eligibility to receive UI benefits, the applicant may need to file a claim. Most claims can be filed online, but some might require a phone call or appointment. When eligibility decisions are available via phone or over the web, the TJDP contractor may use this information to verify this TJDP eligibility requirement. The contractor need not wait for paper UI verification to arrive to move forward with applicants for whom a verbal or online UI eligibility notification has been verified
- Department of Workforce Development (DWD) Documents
 - Any paperwork from DWD indicating that the applicant is not eligible to receive unemployment compensation at the time of eligibility determination also provides acceptable verification. For example, a letter indicating an applicant's UI benefits have been exhausted could be used as verification of this TJDP eligibility requirement
- CARES Verification
 - In some cases, CARES screen DXQU will provide information that is sufficient to verify this TJDP eligibility requirement. This information can be used by contractors who have proper access and authorization for the appropriate data exchange screens

After verifying whether the applicant is eligible to receive unemployment compensation, enter either a "Y" or "N" in the IS TW RECEIVING UNEMPLOYMENT INSURANCE BENEFITS? field on the screen CRTJ.

2.5 LOW INCOME REQUIREMENT

To be eligible for the TJDP the applicant must be low income. Low income is defined as an applicant having a household income that falls below 150% of the federal poverty level (FPL) for the applicant's household size for the quarter (3 complete months, 12 complete weeks, or 90 days) preceding the month of the TJDP eligibility determination. Household size includes;

- An adult custodial parent
- All dependent minor children for whom the individual is a legal custodial parent
- All minor children for whom the adult individual's dependent child is a custodial parent
- The Household Size also includes a co-parent when the parents are not married to each other or a spouse of the individual who resides in the same household as the individual; and
- Any minor children for whom the spouse or co-parent is a custodial parent

2.5.1 VERIFICATION AND CARES ENTRIES

To begin determining whether the TJDP applicant meets the low income requirement TJDP contractors must collect information verifying both the household size and the household income.

- The TJDP applicant's statement of household size along with any available supporting documentation provides sufficient verification of household size. Enter the total number of people meeting the above requirement in the HOUSEHOLD SIZE field on CRTJ
- Household income is determined by adding all the counted quarterly income for every adult found in the definition of household size. Both the types of income that are counted and those that are disregarded when calculating the Household Income are listed below
 - The TJDP contractor has the discretion to determine what constitutes acceptable verification of each income type. Acceptable verification includes, but is not limited to, tax documents, verified income records from other income maintenance programs, or check stubs from all sources of household income. A written signed statement provides acceptable verification when there is no quarterly household income to count. Enter the total household income into the QUARTERLY HOUSEHOLD INCOME field on CRTJ

2.5.2 Quarterly Income to Count

- All earned and unearned income of all the adult household members is counted in determining the 150% income test unless specifically disregarded
- Farm and Self-Employment Income: The contractor must count the gross receipts from farm and self-employment businesses. Gross receipts must not be adjusted based on expenses. Monthly farm and self-employment income must be calculated using IRS tax forms completed for the previous year or, if tax forms were not completed for the previous year, use average monthly anticipated earnings
- Supplemental Security Income (SSI), Caretaker Supplement (CTS), and Kinship Care Income: In addition to any SSI, CTS payments must also be counted as the SSI parent's income

2.5.3 Quarterly Income to Disregard

- Income from any subsidized employment program, including the TJDP
- Income from W-2
- Job Access Loans
- Child Support, maintenance and family support (combination of child support and maintenance) including Child Support arrears payments
- Earned Income Tax Credit
- Rehabilitation Act of 1973 (PL 93-112): The contractor must disregard wages, allowances or reimbursements for transportation or personal assistance services costs paid to reasonably accommodate a transitional worker, such as a vehicle modification made to accommodate a disability or a payment by DVR Division of Vocational Rehabilitation to support a rehabilitation plan

- Income of a Dependent Child
- Reverse Mortgage Loan Proceeds: (1993 Wisconsin Act 88)
- In-Kind Income: Any gain or benefit that is not in the form of money paid directly to the household such as, meals, clothing, housing and garden produce
- Vendor Payments: Payments made on behalf of the household by a third party to another source, such as rent paid by a community organization on the household's behalf
- Foster Care Payments
- Federally Funded Benefits: Any income or resources distributed under the federal laws listed at: <http://dcf.wisconsin.gov/w2/manual/default.htm>
- Disregard AmeriCorps*VISTA Volunteer Services to America income unless the VISTA contractor director verifies that volunteers are receiving the equivalent of minimum wage. If the VISTA volunteer is receiving minimum wage or more, count the VISTA income in determining income
- Indian Tribal Judgment Funds Use or Distribution Act (PL 93-134): The contractor must count per capita shares in excess of \$2,000 and income above \$2,000 per year
- Loans

After all Counted Income has been verified, totaled and entered into the QUARTERLY HOUSEHOLD INCOME field on CRTJ, CARES will automatically calculate whether the applicant's household income is below 150% of the FPL. If the family's income is at or above 150% of the FPL, you will not be allowed to enter "Y" in the IS TW ELIGIBLE FOR TRANSITIONAL JOBS? field on CRTJ.

2.6 PARENT REQUIREMENT

To be eligible for the TJDP, applicants from 25 to 64 years of age must either be:

- The biological or adoptive parent of a child under the age of eighteen; or
- The primary caregiver of a child under the age of eighteen who is a relative of a son, daughter, brother, sister, stepbrother, stepsister, half brother, half sister, brother-in-law, sister-in-law, first cousin, second cousin, nephew, or niece. The relationship may be established by blood, marriage, or legal adoption, even if the marriage is terminated by death or divorce

The contractor should plan so transitional workers do not lose TJDP eligibility due to the parent requirement. For example, a parent with a minor child who will turn eighteen before the parent would be able to complete the Subsidized Work Phase would not be appropriate for TJDP.

Individuals less than 25 years of age do not need to be a parent or a primary relative caretaker of a child under the age of 18.

2.6.1 VERIFICATION AND CARES ENTRIES

The biological or adoptive parent requirement can be verified by a birth certificate, adoption records, child support documents, previously verified parental relationships documented in CARES and other systems to which DCF has granted the TJDP contractor access, hospital birth announcements or other official records indicating parental relationships. Primary relative caregiver may be verified with official documentation indicating that a minor child is both:

- A relative of; and
- Living with the applicant

Once verified, the results should be entered in the DOES TW HAVE ANY BIOLOGICAL / ADOPTIVE CHILDREN UNDER THE AGE OF 18 YEARS? field on CRTJ.

2.7 DID NOT PREVIOUSLY WORK 1,040 HOURS IN TJDP REQUIREMENT

To be eligible for the TJDP applicants, must not have previously worked 1,040 hours in the TJDP. Applicants should also have enough hours remaining in their 1,040 hour limit to achieve the TJDP goals.

2.7.1 VERIFICATION AND CARES ENTRIES

Contractors must determine if the applicant has previously worked in the TJDP and, if so, verify the number of hours actually worked in the TJDP.

- First, check CRPC to see if the applicant has had any previous interactions with the TJDP. If there are no rows of information on CRPC with TJ as the RFA Type, the applicant has never had any interactions with the TJDP and this eligibility requirement is verified

The example of CRPC shown below shows an individual who has previously interacted with the TJDP. In this case, WPSS must be queried, or the previous TJDP contractors must be contacted to find the number of hours the applicant actually worked.

CRPC 14:12	PRIOR CONTACT INFORMATION	08/27/10
		XCTN84 J DOE
PIN: 4101226156 CLEARANCE STATUS: P SSF/PFP ASSIGNMENT: N		
FIRST XREF John N	MI LAST M Doe	SUF SSN DOB S A L 01 01 1983 M N E

RFA/CASE NUMBER	RFA/ CASE	SYSTEM	AGENCY	RFA TYPE	RFA/CLR DATE
4700493542	R	CARES	40	TJ	08 27 10
8700493384	R	CARES	40	TJ	08 25 10
9700492397	R	CARES	40	CF	08 13 10
8700492388	R	CARES	40	TJ	08 13 10
7700492379	R	CARES	40	TJ	08 13 10

PF8 - VIEW MORE CASE/RFA PF18/ENTER - VIEW NEXT PIN (IF ANY)
 NEXT TRAN: _____ PARMS: 4700493542_____
 MORE...

- If CRPC displays rows of information with "TJ" listed in the RFA TYPE column, then the contractor must enter WPSS in the NEXT TRAN fields and the PIN number in the PARMS field, then press <enter>. Calculate all the hours of reimbursable subsidized work and education and training for all TJDP episodes. The total is the number of hours actually worked
- If there is any reason to doubt whether the information on WPSS is complete or accurate, the contractor may also contact the previous TJDP contractors to obtain the number of hours actually worked for each applicant

2.8 CITIZENSHIP REQUIREMENT

To be eligible for the TJDP, applicants must be a citizen of the United States or a qualified non-citizen. For the TJDP definition of qualified non-citizen see the W-2 policy definition. (See W-2 Manual section 2.2.1.1. accessible by the link below).

<http://dcf.wisconsin.gov/w2/manual/default.htm>

2.8.1 VERIFICATION AND CARES ENTRIES

Citizenship or qualified alien status can be verified by following verification instructions listed on the I-9 form, which can be accessed by the link below.

<http://www.uscis.gov/files/form/i-9.pdf>

2.9 RESIDENCY REQUIREMENT

To be eligible for the TJDP, applicants must be current residents of Wisconsin.

2.9.1 VERIFICATION AND CARES ENTRIES

This can be verified with a utility bill or other official mail containing the applicant's name and address.

2.10 OVERVIEW OF ELIGIBILITY VERIFICATION AND CARES ENTRIES

Once verified, the result of each eligibility requirement must be entered on the CARES screen, CRTJ. Paper copies of all verification must be placed in a file, which may be subject to periodic program audits. Do not store any information pertaining to the TJDP in the electronic case file (ECF) that is part of the CARES system.

The screen CRTJ is part of a series of connected CARES screens, also known as a "driver-flow". The driver-flow begins once the screen CRPR is completed. Below is an example of eligibility results that have been entered on CRTJ. CRTJ does not contain fields for every TJDP eligibility requirement.

The following requirement must be verified, but the results are not entered on the screen CRTJ.

- 1,040 Hour Time Limit
- Citizenship
- Residency

```

CRTJ          TRANSITIONAL JOBS ELIGIBILITY DETERMINATION      07/27/10
16:10

                                DCFXXX J DOE
RFA NUMBER: 2700490223                                UPDATED DATE: 07
27 2010
PIN: 2101226430          NAME: JOHN                      DOE                II

TRANSITIONAL JOBS CONTRACTOR: 11 POLICY STUDIES, INC

PARTICIPATION BEGIN DATE: 07 01 2010          HOUSEHOLD SIZE: 05

QUARTERLY HOUSEHOLD INCOME: 1000.00 LAST DATE OF EMPLOYMENT: 01 01 2010

IS TW ELIGIBLE FOR UNEMPLOYMENT INSURANCE BENEFITS?      : N

IS TW ELIGIBLE FOR W-2 SERVICES?                        : N
DOES TW HAVE ANY BIOLOGICAL/ADOPTIVE CHILDREN UNDER
THE AGE OF 18 YEARS                                     : Y

IS TW ELIGIBLE FOR TRANSITIONAL JOBS?                    : Y

NEXT TRAN: _____  PARM: /2101226430_____

```

2.11 CHANGES IN ELIGIBILITY STATUS

In the event that the transitional worker is no longer eligible for TJDP they may continue working a transitional job for up to thirty days following the day that the loss of eligibility is verified. The contractor has two key responsibilities during the thirty day window.

- Make every effort to help the TW secure unsubsidized employment
- Find and prepare a new TW to replace the one who lost eligibility

2.12 FRAUD OR MISREPRESENTATION OF INFORMATION

Any misrepresentation of information pertaining to the eligibility determination or appropriateness of an applicant for the TJDP can result in the applicant's disqualification from the selection process or termination from the TJDP.

2.13 PROPER NOTIFICATION OF APPLICANTS NOT ACCEPTED

TJDP contractors need not send notice to all applicants who are screened-off for eligibility or appropriateness for the TJDP. However, contractors must provide a written notice of the eligibility decision upon any applicant's request for all who made it through the initial screening process, but were turned away due to the results of a complete eligibility determination process, or appropriateness assessment. This notice may mirror a letter that would be provided to any person who interviewed for a job with the TJDP contractor, but was not selected.

2.14 DISTRIBUTION OF COMPLAINT RESOLUTION PROCESS

The TJDP contractor must establish a complaint resolution process. This process must be in writing and include at least two different contact people to whom complaints should be directed. The written process and the contact people should be distributed to all TJDP applicants. The process applies not only to TJDP applicants, but also to those who have been selected for the program.

2.15 EMPLOYMENT PLAN

There must be an employment plan created for all who are accepted into the TJDP. Individuals must cooperate with the employment throughout the TJDP duration. This plan should be created collaboratively and should be updated as circumstances change throughout the TJDP duration.

3 COORDINATION WITH OTHER PROGRAMS

The support and assistance of other programs can be essential to achieving the TJDP goals.

3.1 CONTRACTOR RESPONSIBILITIES

- TJDP contractors must inform applicants that the TJDP may either affect benefits applicants receive from other programs, or TJDP income might be affected by other programs
 - This notification must take place prior to the start of the Orientation Phase

- TJDP contractors are required to inform and provide basic information about other programs. Contractors are not responsible for determining or estimating eligibility for, or the level of assistance provided by other programs
- TJDP contractors should refer transitional workers to ACCESS WI to determine their eligibility for, and apply for assistance programs
<https://access.wisconsin.gov/>
- TJDP contractors must assist applicants when appropriate to apply for programs that provide the assistance needed for the transitional worker to succeed

3.2 CHILD SUPPORT

When applicable, TJDP income should help non-custodial parents meet their child support obligations. TJDP employment is reported to the child support agency and the earnings are subject to any and all child support collections efforts. The Contractor is responsible for filing all New Hire reporting forms, as is required by Wisconsin state statute and federal law for all employers. The link below is to a website which provides information about Wisconsin's New Hire Reporting system:

<http://newhire-reporting.com/WI-Newhire/default.aspx>

Transitional workers who are custodial parents receiving child support **do not** have to assign any portion of their child support payments to the State of Wisconsin as a result of their participation in the TJDP.

3.3 FOODSHARE

TJDP earnings count as earned income when determining FoodShare eligibility.

3.4 WISCONSIN SHARES

Participants may qualify for subsidized child care for their dependent children once they reach the Unsubsidized Employment Phase. The first two phases of the TJDP do not qualify for Wisconsin Shares child care subsidies, but TJDP contractors may use TJDP funds to pay for childcare expenses as their budgets allow.

3.5 BADGERCARE

TJDP earnings count as earned income when determining BadgerCare eligibility.

3.6 EMERGENCY ASSISTANCE

TJDP earnings count as earned income when determining emergency assistance eligibility.

3.7 WISCONSIN WORKS (W-2)

Individuals cannot be co-enrolled in both the Wisconsin Works program and the TJDP.

3.8 FOODSHARE EMPLOYMENT AND TRAINING (FSET)

TJDP participation will not affect FSET eligibility, nor will FSET enrollment affect TJDP eligibility. A transitional worker may be co-enrolled into both programs. When co-enrollment occurs the TJDP contractor must work with the FSET case manager to

coordinate the TJDP employment plan. Transitional workers who are co-enrolled in FSET and the TJDP will be assigned to the FSET work programs office number in CARES.

3.9 CHILDREN FIRST

Transitional workers may be co-enrolled in both Children First (CF) and the TJDP. The TJDP provides a resource that may help transitional workers gain employment that helps pay child support obligations. When co-enrollment occurs the TJDP contractor must work with the CF case manager to coordinate the TJDP employment plan.

3.10 WORKFORCE INVESTMENT ACT (WIA)

The WIA can be a good resource for transitional workers. This program may be able to fund trainings that are either not available through the TJDP or extend beyond its duration.

3.11 DIVISION OF VOCATIONAL REHABILITATION (DVR)

DVR provides a good resource for transitional workers with disabilities. Transitional workers may be co-enrolled in DVR programming.

4 ORIENTATION PHASE

Orientation prepares individuals to work in transitional jobs. All individuals accepted into the TJDP must participate in an Orientation. The duration of the Orientation Phase may vary in accordance with each TJDP contractor's approved plan. Orientations may be adjusted to meet the needs of individuals and host employers. For example, an individual may leave an Orientation early to begin the Subsidized Work Phase. The hours spent in the Orientation Phase do not count towards the TJDP limit of 1,040 hours actually worked per individual. TJDP contractors have the following scheduling and tracking responsibilities:

- Scheduling the individual for the number of hours needed to both successfully complete the orientation and receive a stipend
- Tracking the outcomes each individual attained to use as a basis for issuing the stipend
- Updating the screen WPTJ with the Orientation begin and end dates, as well as the number of hours the individual spent in Orientation
- Opening an OR component using the CARES screen WPCS for the planned Orientation phase

4.1 ORIENTATION: INITIAL EMPLOYMENT PLAN

- TJDP contractors must create an initial employment plan for each individual during the Orientation Phase. This plan is to be based on an assessment of the individual's goals and aspirations. Contractors should structure the employment plan in a manner appropriate for the individual to their specific program goals

Systems Note: Do not use the CARES screens WPJS and WPAS to create an employment plan. These screens are not configured to create a TJDP employment plan.

4.2 ORIENTATION: EDUCATION AND TRAINING

Education and training activities may be included as a part of the Orientation Phase. Hours spent completing education and training during the Orientation Phase are not compensated as wages. However, outcomes attained from completing education and training during the Orientation Phase can be included in the stipend agreement form. Education and training that begins during the Orientation Phase and then continues into the Subsidized Work Phase must be compensated as wages only after the Subsidized Work Phase begins. The hours individuals are scheduled for education and training during the Orientation Phase should be included in the OR component that is entered on the screen WPCS in CARES.

4.3 ORIENTATION: ARRANGING FOR REASONABLE ACCOMMODATIONS

The contractor must provide reasonable accommodations to individuals with disabilities during all TJDP phases.

4.4 ORIENTATION: STIPENDS

Contractors must pay a stipend to individuals for participating in the Orientation Phase. Contractors must create a written process establishing consistent procedures for issuing the Orientation stipend, which must be available to the Department upon request.

Contractors must create and use a stipend authorization form containing the following information.

- A statement that a stipend has been authorized to be paid to the individual by the contractor. The individual's name, complete mailing address, and PIN number
- A detailed description of the specific outcomes that must be achieved to successfully complete the Orientation Phase
- Amount of the stipend and other applicable payment terms determined by the contractor
- Individual and contractor authorized signatures with dates

The TJDP contractor evaluates each individual's required outcomes with respect to his or her actual achievements to determine if either the entire Orientation Phase or any portion thereof has been successfully completed. Contractors are required to take reasonable measures to assist each individual with successfully completing the Orientation Phase.

4.5 ORIENTATION: JOB SUPPORTS

During the Orientation Phase, the TJDP contractor must connect the individual to needed job supports, though the specific supports may vary from contractor to contractor. Contractors should also use referrals to other resources to help ensure the individual has what is needed in order to work.

The supports provided are based on an assessment of the individual's needs and listed on the employment plan. The following list provides several examples of supports that may be provided to individuals during the orientation phase:

- Uniform vouchers
- Work materials (e.g., boots, tool belts, etc.)
- Assistance obtaining or recovering a driver's license
- Support groups
- Basic skills or education enhancement courses, (classes that would prepare TW for G.E.D., H.S.E.D., or job skills training courses)
- Retention bonuses

4.6 ORIENTATION: TAX CREDITS

To increase income, the TJDP contractor should inform and assist transitional workers of available tax credits

- EIC (state and federal)
- Child Tax Credit
- Homestead Tax Credit
- Working Families Credit
- Making Work Pay Credit

Employers of record should inform transitional workers, potential hosts, and other interested employers of available incentives

- HIRE
- WOTC

5 SUBSIDIZED WORK PHASE

The goal of the Subsidized Work Phase is to provide individuals with useful jobs, immediate income, the skills needed for unsubsidized employment and a recent, positive work reference. After orientation has been completed individuals should be promptly connected to subsidized work and education and training as needed. The contractor is the single point of contact, providing direction and leadership when coordinating services during subsidized employment. It is also the best way to identify if someone is ready to work.

5.2 CARES ENTRIES

The Subsidized Work Phase begins when the individual actually begins working in a subsidized transitional job. At this point the contractor must complete the following CARES entries:

- Close the OR component listed on screen WPCH
- Open a TS Component for the Transitional Job using screen WPCS
- Open any appropriate education and training components on screen WPCS
 - EL – English as a Second Language (ESL)
 - HE – High school equivalency diploma (HSED)
 - GE – General educational development (GED)
 - JS – Short term job skills training
- Update screen WPTJ with the Orientation End Date and the Subsidized Work Begin Date

5.3 EMPLOYMENT PLAN UPDATE

The employment plan should be updated once the Subsidized Work begins. At this time the goal changes from obtaining a transitional job to obtaining unsubsidized employment.

5.3 NEW HIRE REPORTING

Employers of record must report subsidized jobs through Wisconsin's New Hire reporting system. The link below accesses a website which provides more information about New Hire Reporting:

<http://newhire-reporting.com/WI-Newhire/default.aspx>

5.4 PROCURING HOSTS AND WORK CREW SITES

5.4.1 HOST SITE VS. WORK CREWS

Subsidized Work may be structured either as a Host Site or Work Crew. Host sites are places of employment where transitional workers go to perform work under the supervision of a supervisor employed by the host site. Work crews are groups of transitional workers who work under the supervision of a TJDP contractor employee, or other arranged by the TJDP contractor. Work crews work together to accomplish projects or perform tasks. They may travel to several sites.

TJDP contractors must maintain a supply of host sites or work crews sufficient to provide transitional jobs to transitional workers who complete orientation. The following requirements apply to all forms of subsidized work under the TJDP:

- The employment must not have the effect of filling a vacancy created by an employer terminating a regular employee or otherwise reducing its workforce for the purpose of hiring a transitional worker
- The employment must not have the effect of filling a position when any other person is on layoff or strike for the same or a substantially equivalent job within the same organizational unit
- The employment must not fill a position when any other person is engaged in a labor dispute regarding the same or a substantially similar job within the same organizational unit
- The regular compensation for the job must not be calculated in any manner other than hourly wages, such as tips, commission, or draw
- The job can be temporary, but must not be work primarily available in the local labor market as intermittent or seasonal employment, for which there is no possibility for the transitional worker to be retained beyond the TJDP subsidy period
- The primary function of the host site must not be a casino or other gambling establishment, an aquarium, zoo, golf course, or swimming pool (this rule is related to the current funding source of this program, which prohibits using TANF Emergency Funds for such purposes)
- The job itself or the organization where the job takes place must not be known to be in violation of any law

5.5 HOST, WORK CREW, AND TRAINING PROVIDER AGREEMENTS

TJDP policy provides guidelines for information that should be contained in host and work crew agreements. Agreements must include at least the following:

- Transitional worker's full name
- Transitional worker's PIN numbers (found on CARES screen WPWI)
- Official Name of Host / Work Crew Organization
- Host / Work Crew Organization F.E.I. Number (Federal Tax Identification Number)
- Host / Work Crew Organization Mailing Address
- Transitional worker's Work Address
- Supervisor's Name
- Supervisor's Title
- Supervisor's Phone Number
- General Scope of Work to Be Done by the transitional worker
- Expected Duration (begin date and end date)
- Hours Per Week
- Total Planned Work Hours (cannot exceed 1,040 actually worked)
- Training and Education Requirements (if applicable)
- A statement ensuring that the transitional job is in compliance with the three following requirements
 - The employment must not have the affect of filling a vacancy created by an employer terminating a regular employee or otherwise reducing its workforce for the purpose of hiring a TW
 - The employment must not have the affect of filling a position when any other person is on layoff or strike for the same or a substantially equivalent job within the same organizational unit
 - The employment must not fill a position when any other person is engaged in a labor dispute regarding the same or a substantially similar job within the same organizational unit
- Signatures with dates of the TJDP contractor, Host Site, or Work Crew Supervisor, and the transitional workers assigned to that sight

TJDP contractors may choose to hire third party training providers to deliver education and training services to transitional workers. In this case, there should be a separate agreement between the contractor and the training provider.

5.6 EDUCATION AND TRAINING

During the Subsidized Work Phase, education and training may be provided in coordination with the transitional job. Transitional workers must work a minimum of twenty hours per week in a transitional job, and the combined weekly hours of the education and training, the transitional job, and unsubsidized employment cannot exceed forty hours.

Time spent in education and training is counted as hours actually worked (maximum 1,040 per transitional worker), and the contractor pays a wage of \$7.25 per hour for each hour of education and training the transitional worker attends.

5.6.1 CARES ENTRIES

The following list defines the types of education and training that can be compensated by wages through the TJDP. The list also includes the CARES activity code that should be used when entering a component for the activity on WPCS.

- EL – English as a Second Language (ESL)
- HE – High school equivalency diploma (HSED)
- GE – General educational development (GED)
- JS – Short term job skills training

5.7 ENSURING TRANSITIONAL WORKERS ARE PROPERLY COMPENSATED

It is the TJDP contractor's responsibility to see that payroll is set-up and administered for all transitional workers in transitional jobs. Transitional workers must receive a paycheck on the first payday following the end of the first pay period in which they logged hours actually worked. All transitional workers shall be paid an hourly wage of not less than \$7.25 per hour for each hour of wage-paying work or training. The contractor may choose to pay transitional workers at a higher hourly rate; however, the contractor will not be compensated for hourly wages and related expenses paid to transitional workers in excess of \$7.25 per hour.

5.8 ATTENDANCE COLLECTION AND TRACKING

The TJDP contractor must collect and verify attendance records for hours worked in both the transitional job and education and training during the Subsidized Work Phase.

- Accurately recording and collecting attendance for all hours both actually worked in a transitional job and attended for education and training
- Tracking "hours actually worked" for TJDP eligibility purposes
- Processing payroll and issuing payment based on the payroll schedule specified in the host or work crew agreement
- Resolving any disputes regarding pay, attendance, or hours worked
- Update the CARES screen WPSS with the hours actually worked and the gross wages paid when checks are distributed to transitional workers

WPSS	SUMMARY OF SUPPORTIVE SERVICES				11/19/10	09:14
				XTJW84 P MADAUS		
PIN: 4101226156				OFFICE: 1575		
NAME: MADAUS		PETER	M	COUNTY/TRIBAL UNIT: 40		
REF TO SS	SUPP SERV	SERV SERV	-DATES OF SERVICE-		AMOUNT	CUM
DATE	PROVIDER TEXT	CODE	PROV(Y/N)	BEGIN	END	PAID
09 24 10	TJDP 80 Hours	TJDP	Y	09 06 10	09 17 10	\$580.00
						PAGE:
NEXT TRAN: _____		PARMS: 4101226156_____				
M12 - INVALID TYPE OF SERVICE PROVIDED CODE						

5.9 SUBSIDIZED WORK RETENTION SERVICES

TJDP contractors must make every effort to assist the transitional worker with successfully completing the Subsidized Work Phase. Contractors are to adhere to the subsidized employment retention guidelines below:

- Mediation – workplace conflicts involving transitional workers should be mediated through meetings between supervisors, the transitional worker, and training provider representatives (when applicable)
- Job Supports – contractors should continue to provide job supports as needed. Job supports must be re-assessed after the first week of transitional employment to ensure they are sufficient
- Assessment and Referral – contractors must continue to assess whether problems with employment can be addressed and managed through referral to resources outside of the TJDP and make appropriate referrals

5.10 WORKSITE CHANGES

Worksite changes are appropriate under the following circumstances:

- The worksite change is necessary for the transitional worker to retain employment
- The worksite change is necessary for the transitional worker to work towards new employment goals reflected on an updated employment plan
- The worksite change is an expected part of the contractor's plan such as in the case of a work crew model where the work crew performs work at several worksites

Worksite changes should not be used to help a transitional worker with an employment conflict retain employment until after every effort has been made to resolve the conflict.

5.11 EXITING OR INTERRUPTING SUBSIDIZED WORK

There are several circumstances in which transitional workers may leave the TJDP. The policies below apply to the various circumstances under which this may occur. The contractor has discretion to waive any of the policies in this section due to special circumstances.

- Loss of eligibility – In the case of an exit from subsidized employment due to an unforeseen loss of eligibility, the contractor should offer employment search assistance, as well as mentoring and monitoring services for a period of up to three months. Employment search assistance should include distribution of job leads and referrals to other resources such as WIA, FSET, or DVR when appropriate
- Quitting Subsidized Work Without Good Cause – Generally, transitional workers will not be eligible to re-apply for the four complete weeks following the last day of employment. Transitional workers who quit without providing two weeks notice may not be appropriate if they reapply to the TJDP. The contractor has discretion to waive this policy when the contractor determines good cause exits
- Termination of Subsidized Work – Transitional workers who are terminated from transitional employment will not be eligible to reapply for 4 complete weeks following the last day of employment
- Incarceration – If a transitional worker becomes incarcerated for non-work related matters, the contractor should allow the transitional worker to return to the

transitional job upon release if the job is still available and the transitional worker is still eligible for the TJDP

- Move, medical, maternity leave, FMLA, or other good faith interruption of the transitional job – Transitional workers should be allowed to return to transitional employment if they are otherwise still eligible for the TJDP

5.12 WORKING TWO JOBS OR WORKING OVERTIME

Unsubsidized employment and/or working overtime are allowed during the subsidized work phase provided all of the following conditions are met.

- The income from the unsubsidized employment and/or overtime wages, when considered with all other counted income does not cause the transitional worker's household income to meet or exceed 150% of the FPL
- The unsubsidized employment or overtime is consistent with the employment plan, and the plan is updated to reflect any changes
- Transitional workers may work more than forty hours per week, and must be paid overtime according to the law, though the contractor will only be reimbursed by DCF for wages up to the maximum of \$7.25 per hour for forty hours of work per week, to an accumulated total of 1,040 hours actually worked per individual

5.12.1 CARES ENTRIES

When a transitional worker obtains a second, unsubsidized job while working in a subsidized job the appropriate component, WP (Working Part-time), must be opened on WPCS.

5.13 FINDING AND SECURING UNSUBSIDIZED EMPLOYMENT

The contractor must help the transitional worker find and secure unsubsidized employment. The contractor must offer three months of job search assistance to transitional workers who complete their transitional jobs, and do not immediately secure unsubsidized employment.

- Job Search Assistance, which includes:
 - providing realistic job leads related to the transitional worker's skills and interests
 - referring the transitional worker to employers developed by the contractor
 - referring the transitional worker to other resources that effectively attach people to employment, Career Counseling / Employment Plan
- The contractor must offer tools and/or other assistance to transitional workers adding newly gained unsubsidized employment work experience information to their resumes
- Job supports as defined in the Orientation portion of this document
- Job supports that were arranged in orientation and possibly adjusted during the subsidized employment phase must be reviewed and updated for finding and securing unsubsidized employment

5.14 REVISITING TAX CREDITS

The TJDP contractor must revisit all tax credits and hiring incentives with the transitional worker during the unsubsidized employment phase.

6 UNSUBSIDIZED EMPLOYMENT PHASE

The goal of the Unsubsidized Employment Phase is to support job retention and advancement following the transition from subsidized work to unsubsidized employment. The contractor must provide on-going support for six months following the unsubsidized employment begin date.

6.1 CARES ENTRIES

The Unsubsidized Employment Phase begins when the transitional worker completes the Subsidized Work. At this point the contractor must complete the following CARES entries:

- Close all components listed on screen WPCH associated with the Subsidized Work Phase
- Open a UN component on the screen WPCS for the unsubsidized employment, if applicable
- Update screen WPTJ with the Subsidized Work End Date and Unsubsidized Employment Begin Date

6.2 TRANSITIONING FROM SUBSIDIZED TO UNSUBSIDIZED EMPLOYMENT

It is the TJDP contractor's responsibility to assist in the smooth transition from subsidized work to unsubsidized employment.

6.2.1 UPDATING THE EMPLOYMENT PLAN

The employment plan must be updated to reflect the new goals that come with unsubsidized employment.

6.2.2 CONNECTING EMPLOYED INDIVIDUALS WITH OTHER PROGRAMS

Once unsubsidized employment has been verified, it is the contractor's responsibility to review all applicable assistance programs with the transitional worker. The contractor does not determine eligibility for assistance programs, but it should be understood that in most cases transitional job wages are treated in the same manner as wages from unsubsidized jobs. The ACCESS WI web application is a good resource for individuals to learn more about eligibility for assistance programs. The employed individual should be referred to his/her county agency or other organization to review and update his/her eligibility information based on any change that has occurred as a result of the transition from subsidized to unsubsidized employment.

6.2.3 REVISITING TAX CREDITS AND HIRING INCENTIVES

It is the contractor's responsibility to provide information about all available tax credits and hiring incentives. Please reference the list below:

Credits for Employed Workers

- EIC (state and federal)
- Child Tax Credit
- Homestead Tax Credit

- Working Families Credit
- Making Work Pay Credit

Credits for Employers

- HIRE
- WOTC

6.2.4 REVISITING JOB SUPPORTS AND UPDATING

Job supports should continue during unsubsidized employment. When unsubsidized employment is gained, job supports should be reviewed to ensure that they are consistent with the employed individual's needs stated in the updated employment plan.

6.2.5 TERMINATION OF WAGES FOR EDUCATION AND TRAINING

The TJDP does not compensate wages for education and training during the unsubsidized employment phase. Employed individuals should not be discouraged from pursuing education and training that help achieve their goals. Contractors can help identify other sources of financing for education and training.

6.3 SIX MONTHS OF JOB RETENTION AND ADVANCEMENT

It is the contractor's responsibility to help transitional workers find and secure employment for a minimum of three months following successful completion of the subsidized employment phase. The TJ contractor must provide retention and advancement services to any transitional workers who notify the contractor of unsubsidized employment obtained outside of the three-month monitoring window and who request to receive services under the Unsubsidized Employment Phase.

The contractor shall monitor and support employed individuals for a period of up to six months following the begin date of the first unsubsidized job obtained following the completion of the subsidized employment.

6.3.1 VERIFICATION AND CARES ENTRIES

All contact attempts, follow-up attempts, bonuses issued and other services provided during the six month follow-up period should be tracked in CARES case comments.

7 DATA COLLECTION AND REPORTING

As a demonstration project, performance monitoring and program evaluation are of paramount importance. TJDP contractors must cooperate with the Department with respect to any and all program data reporting requests, performance monitoring activities, and evaluation initiatives.